

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

July 25, 2012

**Administration & Rules Committee
8:30 a.m.**

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, Jim Mode, John Molinaro, Paul Babcock, and Rick Kuhlman.

Others Present: Gary Petre – County Administrator; Connie Freeberg – Paralegal, Confidential; Tammie Jaeger – Administrative Assistant – Confidential.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

No changes were made

5. Public Comment

None

6. Approval of June 26, 2012 Administration & Rules Committee meeting minutes

Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to approve the Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of July 10, 2012 County Board minutes

Motion by Supervisor Mode; Second by Supervisor Babcock to approve the July 10, 2012 County Board minutes as corrected. (Ayes-4) Motion carried. (Braughler – Abstained)

8. Communications

- Resolution – Request that the DHS adopt a new funding methodology that, better equalizes funding resources among consortia, rewards collaboration and drives regional IM systems to leverage the efficiencies intended by the Legislature

9. Discussion and possible action on annual reports to the County Board by outside agencies

There have been requests to present annual reports to the County Board by outside agencies. The committee discussed which annual reports should be given at the County Board meetings. The committee will follow the current annual report schedule for now and consider these requests on an individual basis. No action taken.

10. Discussion and possible action on determining fees for processing public records request and public records requests by elected officials

Information was provided for the committee to review The Attorney General sent out notification regarding redaction costs. Phil Ristow gave some background on the open records laws. It is acceptable to charge for labor, search time and copy machine costs, but not redaction time. Currently, charges vary throughout our county departments. The Committee discussed whether or not the County should produce custom records and what the charge should be. They also considered whether or not the elected officials should be charged the same as the public? The committee agreed that it would be beneficial to make charges consistent throughout county departments. Currently our ordinance states that we charge .25 per page. The committee would like more information from departments that currently provide custom records. Gary Petre will discuss this issue with the Department Heads to find

out what their current office policy is regarding custom records and what they charge. This will be discussed at the next meeting. No action taken.

11. Status Report and review of policies for inclusion in the Codification project

Phil Ristow explained that they are currently working on this project as time permits.

12. Discussion and possible action on resolutions, letters or reports from other governmental agencies

- Resolution – Request that the DHS adopt a new funding methodology that, better equalizes funding resources among consortia, rewards collaboration and drives regional IM systems to leverage the efficiencies intended by the Legislature

Jim Mode suggested that this resolution be forwarded to the Human Services Board for their review and recommendation. The Committee will discuss this resolution after they receive a recommendation from the Human Services Board. No action taken.

13. County Administrator's monthly report

Gary Petre reviewed his monthly report and addressed questions from the Committee.

14. Update on meeting of County Board Committee Chairs

John Molinaro gave the committee an update on the Committee Chair meeting.

15. Tentative Future Agenda Items and Meeting Dates

- Approval of July 25, 2012 Administration & Rules Committee meeting
- Correction and Approval of August 13, 2012 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Update on meeting of County Board Committee Chairs
- Discussion and possible action on the Strategic Plan
- County Administrator's monthly report
- Status Report and review of policies for inclusion in the Codification project

16. Adjourn

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to adjourn at 9:44 a.m. (Ayes-All) Motion carried.

Future Tentative Meeting Date

Wednesday, August 22, 2012